

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
MAINTENANCE SUPERVISOR 1 (AUTOMOTIVE)
FLEET OPERATIONS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current DAS Employees ONLY – (See eligibility requirements below.)

Location: FLEET-Wethersfield Garage (or other FLEET facilities, as needed)

Job Posting No: 00003415-MS12-W

Hours: Full-Time/37.50 hours per week

Salary: TC-20: Salary Range: \$53,748 - \$68,827

Closing Date: August 4, 2014

The Department of Administrative Services is recruiting for a Maintenance Supervisor 1 (Automotive) in FLEET Operations. This position will be a multi-functional role, i.e. shop oversight, new car receiving, coordinating body damage repairs, providing technical support and training, assisting with shop safety training and compliance, and evaluating vehicle diagnostic needs. Other duties include, but are not limited to, overseeing and reviewing the work of staff; determining priorities and planning crew work; establishing and maintaining crew procedures; developing or making recommendations on the development of policies and standards; acting as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; performing some of the more skilled duties involved; may estimate time, skills, and material needed for proposed repairs or improvements; performing related duties as required.

Eligibility Requirement: This position is open to agency employees only. Candidates must have applied for and passed the Maintenance Supervisor 1 (Automotive) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Agency employees currently holding the above title or those who have previously attained permanent status may also apply for this position. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of modern methods and equipment involved in the automotive trade; knowledge of relevant State and national codes and regulations; considerable interpersonal skills; proven oral and written communication skills; skills in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; supervisory ability.

General Experience: Five (5) years' experience in the automotive trade.

Special Experience: Two (2) years of the General Experience must have included performing technical duties in the automotive trade. **NOTE:** For State employees, the Special Experience will be interpreted at or above the level of Qualified Craft Worker.

PREFERRED CANDIDATES:

The preferred candidate should:

- Have proven supervisory experience and the ability to direct and coordinate the activities of technical/administrative staff;
- Possess problem solving skills;
- Possess current ASE Certifications;
- Have proven technical ability as evidenced by work experience and/or certifications;
- Have proven computer skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a CT-HR12 Application for Employment, 2013 & 2014 attendance records (which will be provided by HR) and resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (Preferred Method)
OR

EMAIL to: susan.turko@ct.gov

JOB POSTING NO. 00003415-MS12-W MUST BE LISTED ON YOUR APPLICATION.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 11:59pm on 08/04/2014 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.